

# FINDING YOUR WAY THROUGH THE VOLUNTEER CERTIFICATION PROCESS.



Access and Complete a "Safe Environment Applicant Information for Live Scan Form" on the St. Serra website under Parents>School Information>Volunteer Requirements and email it to Diana Mccarron at [safeenvironment@serraschool.org](mailto:safeenvironment@serraschool.org) or drop it off at the School Office.

Within **48 hours** your "Request For live Scan Service" form, along with instructions/information, will be returned to you either via email or at your request can be picked up at the School Office.

Review list of Diocese of Orange APPROVED Live Scan/Fingerprint locations CAREFULLY, as some may require an appointment.

Complete fingerprinting - remember to bring forms and ID with you to Live Scan location. You (volunteer) are responsible for the **\$57** processing fee, payable at the time of Live Scan.

**WAIT PATIENTLY** as it may take the Diocese 3-4 weeks to receive the results of the Live Scan. Times will vary during the school year. While waiting, complete the online training requirement.

All volunteers must complete Safe Environment training **within 7 days of having been fingerprinted**. Go to <https://orange.cmconnect.org/> and complete the online Safe Environment training – "A Safe Haven – It's Up to You" (approx. 75 minutes). Renew every 3 years.

**Print out** the Certificate of Completion of the online course from your "dashboard" and forward it **ALONG with a copy of your LIVESCAN form** to Diana Mccarron at [safeenvironment@serraschool.org](mailto:safeenvironment@serraschool.org) or drop them off at the School Office.

You will receive an email confirmation from our office once the diocese has cleared you to volunteer. Prior to receiving that clearance, you will be unable to volunteer.

If you have any questions, please contact Diana Mccarron at [dmccarron@serraschool.org](mailto:dmccarron@serraschool.org) or (949) 888-1990 x102.

**STOP**

## DIOCESE OF ORANGE

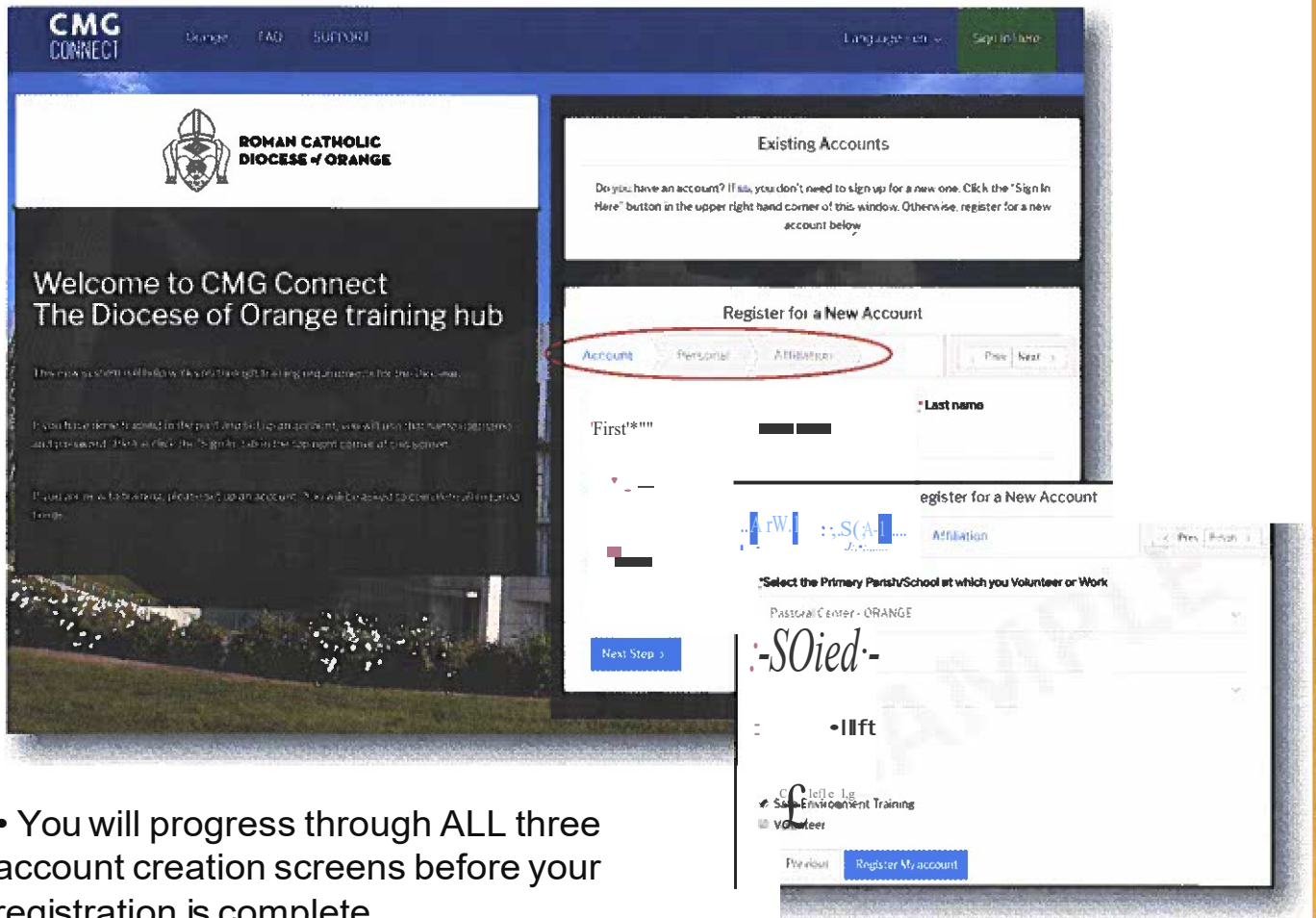


## Safe *Environment* Training

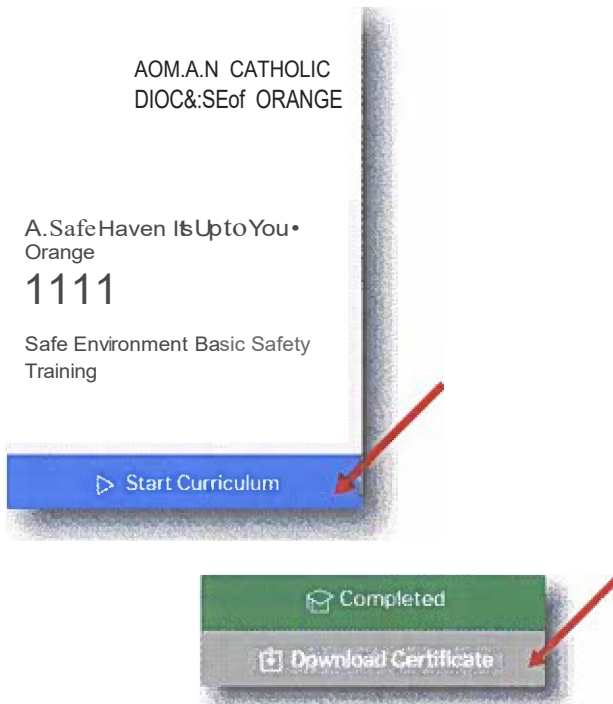
### Getting Started:

1. Go to <https://orange.cmgconnect.org/>
2. Create a new account by completing all the boxes under "Register for a New Account." This includes address, primary parish, and how you participate at your parish or school.
3. Under the Affiliation tab in the Iparticipate as a/an: section, click on the Safe Environment Training box. If you have questions please contact your parish/school coordinator.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your particular role within the Diocese.
5. Click 'start Curriculum' for the Safe Environment Training.
6. Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking 'Download Certificate'.

For more information, please use your FAQ or Support tab at the top of the screen.



- You will progress through ALL three account creation screens before your registration is complete.
- Select 'Safe Environment Training' for your participation category.
- On your main dashboard, you will click Start Curriculum
- Complete the training sections-as you work through they will show as 'Done' in each box. When finished, click the 'Dashboard' tab on the left.
- You can download and print your certificate when finished.



<https://Orange.CMGconnect.org/>

## Safe Environment Applicant Information For Live Scan Form

Date: \_\_\_\_\_ School/Parish: \_\_\_\_\_

Application Type (circle one):    Employee        Volunteer

Ministry: \_\_\_\_\_

Job Title (check one below):

<input type="checkbox"/> Volunteer Catechist	<input type="checkbox"/> Catholic School Teacher	<input type="checkbox"/> Administrator
<input type="checkbox"/> General Staff Member	<input type="checkbox"/> Volunteer with Supervisor Duties	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Multiple jobs/positions	<input type="checkbox"/> Other (please specify): _____	

Check all that apply:     I will be working with children  
                                   I will be working with money  
                                   I will be driving a vehicle in the course of my volunteer/employee duties

Have you previously been fingerprinted at a church/school in the Diocese of Orange? (check one)

Yes    If so, name of church/school: \_\_\_\_\_  
 No

### **Personal Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ SSN#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

### **Physical Information**

Height: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Sex (circle one):    Male        Female

### **Home Address**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Contact Information:**

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_